

- ROLE:** Welfare Officer
- RESPONSIBLE TO:** Chairman
- PURPOSE:** Implement good practice, safeguarding and child protection policies
- COMMITMENT:** This will depend on the needs of the club. You will be expected to attend club meetings

## Roles and Responsibilities

- Act as the first point of contact for individuals who have queries or concerns regarding safeguarding.
- Ensure that all club personnel who work with children / young people have received appropriate training.
- Facilitate the process of DBS checks when required.
- Receive, record and forward to the Lead Officer of your Home Nation any concerns that are expressed to you.
- Keep confidential records of all related documents.
- Ensure that the club has a safeguarding and child protection policy and that this is followed and accessible to all.
- Be familiar with national safeguarding and child protection policies Time Required - This will vary by club, but you can expect to attend 8-12 club meetings a year lasting approximately 1-2 hours.

## Skills and Qualities

- Essential to attend a sports coach UK Safeguarding and Protecting Children workshop - England, Scotland, Wales.
- Desirable to attend the Child Protection in Sport Unit, Time to Listen workshop delivered via the county sports partnerships network.
- Approachable and a good listener.
- Respect of confidentiality.
- Tactful and discrete.
- Knowledge of Child Protection policies and DBS checks.
- Basic knowledge of the roles and responsibilities of local statutory agencies and their contact details.
- Ability to manage issues if / when they occur.

NAME (please print)	Liz Parkes		
SIGNED		DATE	